



Commissioners: [David L. Jaeger, Jr.](#), [Alice McQuaid, Esq.](#)  
Chief Executive Officer: [Matt Pentz, CPA](#)  
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**NORWALK TRANSIT DISTRICT COMMISSION - SPECIAL MEETING MINUTES  
JUNE 27, 2023, AT 2:00 PM – NORWALK TRANSIT DISTRICT  
CONDUCTED VIA ZOOM MEETING**

**ATTENDING**

**Norwalk Transit District Commissioners:**

David Jaeger, Jr., Zoom Participant  
Alice McQuaid, Esq., Zoom Participant

**Norwalk Transit District Staff:**

Matt Pentz, CEO  
Lori Hammill, Chief Compliance Officer  
La-Keba Hamilton, Transportation Manager  
Andy Gallagher, Operations Manager  
Mark Allbee, Interim CFO  
Joe Scappatura, Transit Consultant

**Public:**

No Attendees

The meeting was called to order at 2:00 PM via ZOOM.

**PUBLIC COMMENT**

Members of the public were given the opportunity to provide comment. There were no members from the public present.

**APPROVAL OF THE AGENDA FOR THE JUNE 27, 2023 SPECIAL MEETING**

- \*\* Commissioner McQuaid made a motion to approve the agenda.
- \*\* Commissioner Jaeger seconded the motion.
- \*\* Motion to approve the agenda passed unanimously.

**APPROVAL OF MINUTES OF MAY 25, 2023**

- \*\* Commissioner Jaeger made a motion to approve the minutes.
- \*\* Commissioner McQuaid seconded the motion.
- \*\* Motion to approve the minutes passed unanimously.

**PROCUREMENT UPDATE**

Ms. Hammill reported and requested formal approval for the following solicitations that are funded with capital grant expenditures.

- ✓ **Award recommendation for Tri-State Materials Testing Lab, LLC**
  - Request concurrence in awarding a capital procurement in the amount of \$34,900.00 to provide Materials Testing & Inspection Services to support the Bus Storage, Maintenance and Administrative Facility Renovation Project.

A motion was made by Commissioner Jaeger to approve as presented. Seconded by Commissioner McQuaid. Motion passed unanimously.

**FINANCE UPDATE**

**May Financial Report – FY23**

Mr. Allbee presented the YTD May financial results. He noted a YTD \$1.5m deficit from operations which was attributed to the Coastal Link and ADA funding shortfall. Fares were up 5% and other revenues were up 30% YoY.

Expenses are up 10.8% driven by IT services, fuel, purchased transportation and salaries which were up 1.9% and in line with expectations.

Commissioner Jaeger asked about the remaining COVID relief fund balance. Mr. Pentz stated roughly \$3m remained.

## **OPERATIONS**

### **May Ridership Report**

Ms. Hamilton presented the May 2023 ridership report highlighting YTD fixed route ridership that exceeded both prior year (up 57%) and FY 19 pre-pandemic levels (up 8.5%). Paratransit ridership exceeded prior year (up 34%), but remained under FY 19 levels (down 25%). Ms. Hamilton highlighted the strong ridership on the #10 and Coastal Link fixed routes as well as the Main Ave, CT Ave and Highland Ave Shuttles. Shuttle ridership is up 11.34% to PY.

### **Workers Comp and Accident Review**

Mr. Gallagher presented the 3rd quarter workers comp and accident report for the latest quarter. He noted that all accidents were minor and there were no major injuries or related long-term insurance claims.

Mr. Pentz noted another consecutive year of improved workers comp experience ratings which resulted in savings on the policy renewal.

## **CEO UPDATE**

### **Comprehensive Operational Analysis**

Mr. Pentz stated that NTD is working on planning for the COA Stakeholder kickoff meeting which is anticipated to be on July 13th.

### **W2U**

Mr. Pentz stated an intent to present a micro-transit proposal as an alternative to the commuter shuttles in the town of Greenwich. Additionally, NTD is looking to re-vamp the Norwalk W2U service as ridership has not recovered. NTD anticipates a change in service area (expansion) and hours.

NTD is also waiting on the results of the statewide DOT Micro-Transit grant application.

Commissioner Jaeger asked for an update on the consolidation conversations with Westport. Mr. Pentz stated that they are moving along and referred to the Estuary and Middletown merger, mentioning that there are many variables and the process is expected to take time.

There was a discussion about the possibility of adding alternate Board members in Norwalk. Mr. Pentz stated that he would research the possibility.

Mr. Pentz mentioned that the addition of Woodward Ave in the #9 route was smooth during off-peak hours, but presented challenges with on-time performance during peak commuting times. NTD is exploring solutions. It was noted that community feedback on the addition of Woodward Ave has been positive.

No other business was noted.

**Next meeting is scheduled for Thursday, July 27, 2023 at 6:00 PM**

**Adjournment**

\*\* Commissioner Jaeger made a motion to adjourn.

\*\* Commissioner McQuaid seconded the motion.

\*\* Motion passed unanimously.

Meeting adjourned at 2:36 PM